



**UNITED STATES DISTRICT AND BANKRUPTCY COURTS  
FOR THE  
DISTRICT OF COLUMBIA**

**JOB OPPORTUNITY**

**Announcement No.:** 2021-10

**Position Title:** Jury Specialist

**Grade/Salary Range:** CL-25/26 (\$48,104 - \$86,085)  
*(Salary determined by qualifications and experience)*

**Grade at Appointment:** The successful candidate will be appointed at the CL 25 level with promotion potential to the CL 26. The Clerk's Office supports the promotion and advancement of its employees, but has no obligation to provide future promotions to the selected applicant. Future promotions are contingent upon the employee's ability to perform the duties at a higher level, the continuing organizational need, and the approval of the Clerk of Court.

**Position Location:** Washington, DC

**Position Information:** Full-time/Permanent/Excepted Service

**Area of Consideration:** Open to all qualified individuals

**Open Date:** October 8, 2021

**Closing Date:** November 30, 2021

**How to Apply:**

Qualified individuals must submit the following:

- A cover letter detailing how your experience relates to the position requirements
- AO-78, Federal Judicial Branch Application for Employment (can be downloaded from [www.uscourts.gov](http://www.uscourts.gov))
- A resume detailing all relevant experience, education, and skills

Failure to submit a complete and signed cover letter, AO-78, and resume will result in immediate disqualification. Description of Work section of the AO-78 must be complete to include salary information. Indicating “see resume” is not acceptable. Incomplete and/or unsigned applications will not be considered, returned or retained. Only applicants selected for an interview will be contacted and must travel at their own expense. One application per candidate will be accepted for this announcement.

Applications may be mailed or hand delivered to:

United States District and Bankruptcy Courts  
Attn: Human Resources (2021-10)  
333 Constitution Avenue, NW, Room 2718  
Washington, DC 20001

Or via e-mail to: [jobs@dcp.uscourts.gov](mailto:jobs@dcp.uscourts.gov)

**Agency Contact Person:** Marion L. Boulden, PHR, SHRM-CP  
Human Resources Manager  
(202) 565-1355

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## ABOUT US

The United States District and Bankruptcy Courts for the District of Columbia is recruiting for a Jury Specialist to join its Clerk’s Office team. The team works in a dynamic, fast-paced environment serving both a Bankruptcy Court constantly leveraging technology for the benefit of customers, and a District Court often referred to as the second most important in the nation given the vast number of high-profile cases over which the judges preside. The ideal candidate is a mature, self-motivated, career-oriented professional eager to grow with us, and the federal judiciary as a whole. The candidate must also share in the Clerk’s Office’s Vision and Mission of “providing exceptional service while upholding the administration of justice.” Finally, to assist you in achieving all your career goals with us, we offer our staff tuition assistance as the budget allows. Please see the Benefits section of this announcement for additional benefits.

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## JOB SUMMARY

This position is located in the Administrative Services Division of the Clerk's Office of the United States District and Bankruptcy Courts for the District of Columbia.

Reporting to the Jury Administrator, the Jury Specialist position assists in the management of the overall jury system’s petit and grand jurors and is responsible for assisting with the system’s efficient operation. The incumbent performs a number of duties related to the selection, qualification, summoning, orientation, management and payment of jurors.

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## DUTIES AND RESPONSIBILITIES

- Perform administrative and customer service work to coordinate and prepare qualified jurors for jury selection.
- Ensure efficient and fair operation related to the selection, qualification, summoning, orientation, management, and payment of jurors for petit and/or grand juries.
- Perform administrative duties to include processing notices, entering data, providing customer service, preparing mail, and conducting jury orientation.
- Perform administrative duties related to master wheel refill and grand jury selection.
- Monitor and record the jury questionnaire process, juror attendance and selection.
- Provide support and assist jurors during jury service.
- Process payments and reimbursements for juror; prepare attendance certificates on behalf of jurors.
- Process returned summons to include typing and preparing excusal letters.
- Operate the court's JMS and other automated systems.
- Maintain and update the inbound and outbound telephone messages to the public through use of an interactive voice response system.
- Maintain and update demographic and other information on juror candidates.
- Work with chambers staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Provide assistance and support to higher-level positions.
- Perform other duties as assigned.

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## QUALIFICATIONS

**Required Education:** The successful candidate must possess a bachelor's degree from an accredited college or university in a field closely related to the subject matter of the position.

Education may not be substituted for specialized experience, because operational court support positions require hands-on experience to be credited as specialized experience.

**Required Specialized Experience:** The candidate must also possess a minimum of two years of specialized experience. Specialized experience includes progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation.

**Preferred Experience:** Legal and/or court experience is highly preferred.

Must have excellent interpersonal skills and be able to effectively communicate. The ability to communicate effectively both verbally and in writing is critical.

Excellent organizational skills, the ability to respond to requests on short notice and the ability to manage multiple tasks and stringent deadlines are essential.

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## BENEFITS

Full-time employees of the United States District and Bankruptcy Courts for the District of Columbia are eligible for a full range of benefits to include:

- A minimum of 10 paid holidays per year
- Paid annual leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years
- Paid sick leave in the amount of 13 days per year
- Federal Employees' Retirement System (FERS)
- Optional participation in the Thrift Savings Plan (TSP), the Federal Employees Health Benefits Program (FEHBP), Federal Dental and Vision Insurance Program (FEDVIP), the Federal Employees' Group Life Insurance (FEGLI), the Flexible Benefits Program, the Commuter Benefit Program, SmartBenefits (mass transit subsidy up to \$270 per month), and Long-Term Care Insurance
- Workers' Compensation Program
- On-site physical fitness facility
- Flexible work schedule
- Federal Occupational Health Services Program (FOH)/ On-site Health Unit
- Employee Assistance Program (EAP)/Work Life Services
- Priority enrollment for children beginning at three months of age until kindergarten of all employees of the United States Courts in the Thurgood Marshall Child Development Center (TMCDC)

*For more detailed information about federal court benefits, please go to:*  
[www.uscourts.gov/careers/benefits](http://www.uscourts.gov/careers/benefits).

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## CONDITIONS OF EMPLOYMENT

United States citizenship is required for consideration for this position.

Employees are required to adhere to the [Code of Conduct for Judicial Employees](#).

Employees of the United States District and Bankruptcy Court for the District of Columbia are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the court.

Employees are required to use the Electronic Funds Transfer (EFT) for payroll deposit.

Final candidates will undergo a background check.

Selection will be made consistent with the provisions of the Equal Employment Opportunity Plan adopted by the United States District and Bankruptcy Courts for the District of Columbia.